



CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM

DATE: September 2, 2017
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Pre City Council Meeting Report

Human Resources

- Police Department Open Positions
 - One Patrol Officer position- currently waiting for the new fiscal year to hire.
 - Welcome our new Patrol Officer Brandon Evans his first day was August 21, 2017.
- Planning & Zoning Director
 - Re-advertisement began August 11, 2017 and closed August 28, 2017
 - Three interviews were held on August 28 & 29, 2017. One interview scheduled for September 11, 2017.

Public Works

- The water well at Grass Hill is complete and has been put into service full time. Hydro Resources has completed drilling the new Huebner Well, at a depth of 600'. The contractor began work replacing valves and installing yard piping.
- Getting estimates for fencing at Huebner-Onion homestead. Received direction on the type of fencing desired from the Historical Society.
- Wrought iron fence for Huebner gravesite is in the process of being constructed at Cooper's Forge. Once constructed, it will be installed, along with the historical signage.
- The Evers Road sidewalk project continues with work on the Huebner Rd. bridge crossing in front of the Silo Park. The approach leading to the CPS Energy plant was completed this week.
- Met with contractor for the new traffic signal system at Huebner and Evers. Mast arms and poles are expected to take 13 – 14 weeks for delivery. The contract has been executed. Continuing to work with CPS to coordinate site work.
- Contractor for LID parking lot at City Hall has removed existing asphalt. Sub-grade work continues with about 35% of project completed. The parking area will be closed to the public for 60 days.
- Huebner at Timberhill CDBG project is in progress. 90% of drainage inlet work is complete. Sidewalks and asphalt phase will be next.
- Working with engineer on Evers Road bridge project. 100% plans were submitted to TxDOT, and we received TXDOT approval. The bid will be prepared and advertised with construction scheduled to start in November.
- Still receiving quotes for various repairs at the Forest Oaks pool facility, a majority of the electrical work has been performed – now getting quotes from contractors for the deck and retaining wall between the pool and tennis court.

- Purchased water rights – 23 acre feet – brings total owned by City to 1,630 acre feet.
- Working with contractor for LC-17 to keep residents informed of progress.
- The Don't Block the Box campaign has been delayed, pending tentative approval from TxDOT.
- Getting quotes for construction of a new pavilion next to the LV Community Pool.
- Exploring ideas for new Veteran's Park at Community/Conference Center grounds – will be constructing a fire pit for flag burning ceremonies.
- We received notice from the Bexar County CDBG that the grant application for Cades Cove Water and Sewer Main replacement project has been recommended for funding in the amount of \$270,149.

Police Department

- Arrest
 - 7-31-17 - 5600 Bandera Rd. – Criminal Trespass – AP1 was arrested for Trespassing
 - 7-31-17 – 6400 Bandera Rd. – Wanted Person – AP1 was arrested on an outstanding County Warrant
 - 7-31-17 – 6500 Forest Grove – Traffic Offense – AP cited/released – Vehicle was impounded
 - 8-1-17 – 5600 Bandera Rd. – Disturbance – AP1 was arrested for Public Intoxication
 - 8-1-17 – 5600 Evers Rd. – Stranded Motorist – AP1 was found to be in possession of Marijuana < 2 oz.
 - 8-1-17 – 6800 Timber Hill – Suspicious Person – AP1 was found to be in possession of Marijuana < 2 oz.
 - 8-2-17 – 6900 Forest Way – Traffic Offense - AP cited/released – Vehicle was impounded
 - 8-2-17 – 6500 Bandera Rd. – Traffic Offense – AP1 was cited/released – Vehicle was impounded
 - 8-2-17 – 6300 Stirrup – Disturbance – AP1 was arrested for Public Intoxication
 - 8-2-17 – 6100 Wurzbach Rd. – Assault – AP1 was arrested for Assault on a Peace Officer
 - 8-2-17 – 6800 Timberhill – Traffic Offense – AP1 was found to be in possession of Marijuana < 2 oz.
 - 8-3-17 – 6040 Evers Rd. – Violation of City Ordinance – AP1 (minor) was arrested/released to parent
 - 8-3-17 – 6800 Huebner – Emergency Detention – AP1 was arrested/released at hospital
 - 8-3-17 – 6000 Exchange Parkway – Traffic Stop – AP1 was found to be in possession of Marijuana, unlawfully carrying a handgun and was a felon in possession of a firearm
 - 8-4-17 – 6600 Evers Rd. – Suspicious Person – AP1 was found to be in possession of Marijuana < 2 oz.
 - 8-4-17 – 7000 Wagon Spoke – Search/Arrest Warrant – AP1 was wanted on Federal Warrant
 - 8-4-17 - 6000 Bandera Rd. – Emergency Detention – AP1 was detained/released at hospital
 - 8-4-17 – 6800 Bandera Rd. – Emergency Detention – AP1 was detained/released at hospital
 - 8-5-17 – 5600 Bandera Rd. – Traffic Offense – AP1 was cited for violations/released – Vehicle was impounded
 - 8-5-17 – 7000 Bandera Rd.- Criminal Mischief / \$100-750 – AP1 arrested for offense (witnessed by officer)
 - 8-5-17 – 6900 Bandera Rd. – Wanted Person – AP1 was arrested for an outstanding County Warrant
 - 8-6-17 – 6400 Rue Francois – Traffic Offense – AP cited/released – Vehicle was impounded
 - 8-6-17 – 5900 Bandera Rd. – Traffic Offense – AP1 cited/released – Vehicle was impounded
 - 8-6-17 – 5700 Bandera Rd. – Traffic Offense – AP1 cited/released – Vehicle was impounded
 - 8-6-17 – 6300 Bandera Rd. – Traffic Offense – AP1 cited/released – Vehicle was impounded
 - 8-6-17 – 5700 Evers Rd. – Emergency Detention – AP1 arrested/released at Hospital
 - 8-6-17 – 5600 NW Loop 410 Traffic Offense – AP1 cited/released – Vehicle was impounded
 - 8-6-17 – 6200 Bandera Rd. – Traffic Offense/Wanted Persons – AP1 was cited and arrested for outstanding County Warrant, AP2 was also arrested on an outstanding County Warrant

- 8-6-17 – 5600 Bandera Rd. - Traffic Offense – AP1 was cited/released – Vehicle was impounded
- 8-7-17 – 7400 Huebner Rd. – Traffic Offense – AP1 was found to be in possession of Marijuana < 2 oz.
- 8-7-17 – 7400 Huebner Rd. – Disturbance – AP1 was arrested for Public Intoxication
- 8-8-17 – 6800 Timberhill – Traffic Offense – AP1 cited/released – Vehicle was impounded
- 8-8-17 – 5600 Bandera Rd. – Theft – AP1 arrested for Theft < \$100 and Evading Arrest on foot
- 8-9-17 – 6700 Poss Rd. – Emergency Detention – AP1 was arrested/released at hospital
- 8-9-17 – 6300 Evers Rd. – Disturbance – AP1 was arrested for Public Intoxication
- 8-10-17 – 5900 Bandera Rd. – City Ordinance Violation/AP1 was arrested on outstanding County Warrant
- 8-11-17 – 5700 Wurzbach Rd. – Assault – AP1 arrested for Assault/Family Violence
- 8-11-17 – 7100 Linkcrest – Suspicious Vehicle – AP1 was found to be in possession of Marijuana < 2 oz. and was also wanted on an active County Warrant
- 8-11-17 – 5600 Evers Rd. – Traffic Offense – AP1 cited/released - was found to be in possession of drug paraphernalia
- 8-13-17 – 6400 Bandera Rd. – Disturbance – AP1 was arrested for Assault/Family Violence
- 8-14-17 – 7400 Huebner – Traffic Stop – AP1 cited/released – Vehicle was Impounded
- 8-14-17 – 6500 Bandera Rd. – Traffic Stop – AP1 cited/Released – Vehicle was impounded
- 8-15-17 – 6800 Forest Way – Traffic Stop – AP1 cited/released – Vehicle was Impounded
- 8-15-17 – 6700 Bandera Rd. – Disturbance – AP1 arrested for Deadly Conduct (firearm)
- 8-16-17 – 7100 Bandera Rd. – Traffic Stop – AP1 cited/released – Vehicle was Impounded
- 8-16-17 – 5300 Bandera Rd. – Suspicious Person – AP1 arrested on outstanding SA warrant
- 8-16-17 – 6800 Bandera Rd. – Emergency Detention – AP1 was arrested/released at hospital
- 8-17-17 – 5700 Bandera Rd. – Traffic Stop – AP1 was found to be in possession of Marijuana < 2 oz.
- 8-17-17 – 6800 Poss Rd. – Suspicious Person – AP1 was arrested for Inhalant Abuse
- 8-18-17 – 6400 Evers Rd. – Sexual Assault – AP1 was arrested for having sex with a minor
- 8-18-17 – Bandera Rd. at El Verde – Traffic Stop – AP1 was found to be in possession of a controlled substance and Marijuana < 2 oz.
- 8-19-17 – 6500 Bandera Rd. – Traffic Stop – AP1 cited/released
- 8-20-17 – 6400 Bandera Rd. – Burglary (Building) – AP1 was arrested
- 8-20-17 – 6900 Bandera Rd. – Suspicious Person – AP1 was found to be in possession of marijuana
- 8-21-17 – 6000 Ardisana – Suspicious Person – AP1 was found to be in possession of drug paraphernalia
- 8-24-17 – 6800 Bandera Rd. – Traffic Stop – AP1 was cited/released – Vehicle was impounded
- 8-25-17 – 6500 Cherry Leaf – City Ordinance Violation – Vehicle was Impounded
- 8-26-17 – 5600 Grissom Rd. – Traffic Stop – AP1 was cited/released – Vehicle was impounded
- 8-26-17 – 6300 Evers Rd. – Traffic Stop – AP1 was cited/released – Vehicle was impounded
- 8-27-17 – 5700 NW Loop 410 – Traffic Stop – AP1 was cited/released – Vehicle was impounded
- 8-27-17 – 7200 Bandera Rd. – Traffic Stop – AP1 cited/released – Vehicle was Impounded
- Significant Calls
 - 7-31-17 - 7000 Bandera Rd. – Disturbance – Road Rage incident
 - 7-31-17 – 5900 Forest Knoll – Suspicious Person
 - 7-31-17 - Bandera Rd. @ Loop 410 – Traffic Offense- Hit and Run Crash
 - 7-31-17 – 5600 Evers Rd. – Criminal Mischief
 - 8-1-17 - 5600 Evers Rd. – Criminal Mischief \$100-750
 - 8-1-17 – 5600 Grissom Rd. – Deceased Person
 - 8-2-17 - 5300 Wurzbach Rd. – Theft/Motor Vehicle
 - 8-2-17 – 7200 Forest Grove – Suspicious Person

- 8-2-17 – 6700 Timberhill – Parking Violation
- 8-2-17 – 6400 Huebner – Parking Violation
- 8-3-17 – 5600 NW Loop 410 – Suspicious Vehicle
- 8-3-17 – 5400 Bandera Rd. – Suspicious Vehicle
- 8-3-17 – 5600 Bandera Rd. – Theft < \$100
- 8-4-17 – 6600 Evers Rd. – Traffic Offense – Hit and Run Crash
- 8-4-17 – 6000 Rue Liliane – Burglary of a Habitation
- 8-4-17 – 7000 Bandera Rd. – Found Property (Money)
- 8-5-17 – 6600 Charles Field – City Ordinance Violation
- 8-5-17 – 6800 Poss Rd. – Traffic Offense – Vehicle Racing
- 8-5-17 – 6400 Evers Rd. – Suspicious Vehicle
- 8-5-17 – ^800 Bandera Rd. Suspicious Circumstances
- 8-5-17 – 6700 Joan Grona – City Ordinance Violation
- 8-5-17 – 6600 Sally Agee – City Ordinance Violation
- 8-5-17 – 6500 Charles Field – City Ordinance Violation x 2
- 8-5-17 – 7000 Bandera Rd. – Suspicious Circumstances
- 8-6-17 – 7000 Wagon Spoke – Parking Violation x 2
- 8-6-17 – 7400 Ellerby – Suspicious Vehicle
- 8-6-17 6900 Black Forest – Evading Arrest – Subject not Found
- 8-6-17 – 6800 Poss Rd. – Suspicious Circumstances
- 8-6-17 – 6800 Huebner Rd. – Suspicious Circumstances
- 8-7-17 – 6400 Von Rosk – Deceased Person
- 8-7-17 – 6400 Evers Rd. – Suspicious Person
- 8-7-17 – 7400 Linkmeadow – City Ordinance Violation – Junk Vehicle Impounded
- 8-7-17 – 6100 Bandera Rd. – Criminal Mischief (Inconvenience)
- 8-8-17 – 7200 Forest Meadow – City Ordinance Violation – Junk Vehicles x 3
- 8-8-17 – 5400 Bandera Rd. - Graffiti
- 8-8-17 – 6200 Stirrup – Suspicious Vehicle
- 8-8-17 – 6300 Rue Sophie – Suspicious Circumstances
- 8-8-17 – 6200 Roxbury – Suspicious Vehicle
- 8-8-17 – 6700 Cherryleaf – Theft < \$100
- 8-9-17 – 6700 Sunlight – City Ordinance Violation
- 8-9-17 – 7000 Bandera Rd. – Improper Photography
- 8-9-17 – 6100 Forest Wood – City Ordinance Violation – Junk Vehicle x 2
- 8-11-17 – 6400 Evers Rd. – Suspicious Circumstances
- 8-11-17 – 6400 Bandera Rd. – Assault/Contact
- 8-11-17 – 6600 Bandera Rd. – Assault/Family Violence
- 8-11-17 – 6000 Grissom Rd. – Criminal Mischief \$100-750
- 8-11-17 – 5700 Wurzbach Rd. – Burglary Building
- 8-11-17 – 7000 Wagon Spoke – City Ordinance Violation
- 8-11-17 – 6400 Red Jacket – City Ordinance Violation
- 8-11-17 – 6300 Bandera Rd. – City Ordinance Violation
- 8-12-17 – 7200 Sulky – City Ordinance Violation
- 8-12-17 – 6900 Forest Meadow – Robbery (Individual)
- 8-12-17 – 6000 Evers Rd. – Theft < \$100
- 8-12-17 – 6800 Sunlight – Suspicious Circumstances
- 8-12-17 – 5500 Evers Rd. – Found Property (Tools)
- 8-12-17 – 7100 Bandera Rd. – Theft < \$100
- 8-12-17 – 6300 Handsome Lake – City Ordinance Violation
- 8-13-17 – 5900 Seneca – City Ordinance Violation
- 8-13-17 – 5900 Forest Knoll – Suspicious Circumstances

- 8-13-17 – 6200 Grissom Rd. – Burglary/Building – Theft/Motor Vehicle
- 8-13-17 – 5600 Bandera Rd. – Traffic Offense Hit and Run Crash
- 8-14-17 – 5800 Evers Rd. - Suspicious Circumstances
- 8-14-17 – 5700 El Verde – Suspicious Vehicle
- 8-14-17 – 6200 Echo Hill – Suspicious Person
- 8-14-17 - 6500 Trotter – Criminal Mischief
- 8-14-17 – 6700 Evening Sun – City Ordinance Violation
- 8-14-17 – 5600 Bandera Rd. – Hit and Run Crash
- 8-14-17 – 6200 Setting Sun – City Ordinance Violation
- 8-14-17 – 5400 Bandera Rd. – Burglary (Building)
- 8-15-17 – 6900 Forest Meadow – Assault
- 8-15-17 – 7700 Deer Ln. – Suspicious Circumstances
- 8-15-17 – 6800 Poss Rd. – Suspicious Circumstances
- 8-15-15 – Timco West – Suspicious vehicle/Person
- 8-15-17 – 7100 Forest Brook – Suspicious Circumstances
- 8-15-17 – 5300 Bandera Rd. – Burglary (Building)
- 8-15-17 – Bandera Rd. At Timco West – Major Crash / Pedestrian
- 8-15-17 – 6800 Huebner Rd. – Suspicious Person
- 8-15-17 – 7000 Bandera Rd. – Criminal Mischief
- 8-16-17 – 6200 Bandera Rd. – Suspicious Vehicle
- 8-16-17 – 6100 Bandera Rd. – Suspicious Person
- 8-16-17 – 6600 Sally Agee – Found Open Door – Owner contacted
- 8-16-17 – 6800 Bandera Rd. – Found Open Door – Owner Contacted
- 8-16-17 – 5600 Grissom Rd. – Suspicious Vehicle
- 8-16-17 – 6300 Bandera Rd. – Criminal Mischief
- 8-16-17 – 6200 Stirrup Ln. – Graffiti
- 8-16-17 – 6100 Bandera Rd. – Suspicious Circumstances
- 8-17-17 – 5400 Bandera Rd. – Alarm
- 8-17-17 – 7700 Deer Ln. – Found Open Door – Owner Contacted
- 8-17-17 – 6600 Pecan Acres – Found Open Door – Owner Contacted
- 8-17-17 – 6900 Bandera Rd. – Aggravated Robbery
- 8-17-17 – 6400 El Verde – Sexual Assault (occurred at another location)
- 8-17-17 – 6400 Bandera Rd. - Hit and Run Crash
- 8-17-17 – 5600 Caraway Bend – Burglary (Habitation)
- 8-17-17 – 6000 Bandera Rd. – Hit and Run Crash
- 8-17-17 – 5700 Bandera Rd. – Hit and Run Crash
- 8-18-17 – 7700 Eckert Rd. – Suspicious Person
- 8-18-17 – 5300 Brisa Estates – Found Open Door – Owner Contacted
- 8-18-17 – Sunlight at Forest Meadow – Suspicious Person
- 8-19-17 – 7400 Horsetail – Deceased Person
- 8-19-17 – 6500 Bandera Rd. – City Ordinance Violation
- 8-19-17 – 5500 Bandera Rd. – Burglary (Building)
- 8-19-17 – 6200 Grissom Rd. – Theft of a Motor Vehicle
- 8-20-17 – 6400 Bandera Rd. – Burglary (building)
- 8-20-17 – 6800 Bandera Rd. – Assault
- 8-20-17 – 6400 Pacer Trail – Suspicious Person
- 8-20-17 – 6700 Bandera Rd. – Hit and Run Crash
- 8-20-17 – 7200 Bandera Rd. – Hit and Run Crash
- 8-20-17 – 7200 Bandera Rd. – Criminal Mischief
- 8-20-17 – 7100 Bandera Rd. – Theft < \$100
- 8-20-17 – 6100 Forest Wood – City Ordinance Violation

- 8-21-17 – 7500 Bandera Rd. – Suspicious Person
- 8-21-17 – 6900 Bandera Rd. – Burglary (Building)
- 8-21-17 – 6500 Bandera Rd. - City Ordinance Violation X3
- 8-21-17 – 6100 Bandera Rd. – Burglary (Vehicle)
- 8-21-17 – Seneca at Cornplanter – City Ordinance Violation (Solicitors)
- 8-21-17 – 5600 Bandera Rd. – Criminal Trespass
- 8-21-17 – 7000 Bandera Rd. – Theft
- 8-21-17 – 5900 Rimkus – Burglary (Vehicle)
- 8-21-17 – 6400 Evers Rd. – Suspicious Circumstances
- 8-22-17 – 7600 Linkside – Graffiti
- 8-22-17 – 6000 Cammie Way – City Ordinance Violation (Vehicle)
- 8-22-17 – 6400 Bandera Rd. – Theft < \$100
- 8-22-17 – 6800 Sunlight – Suspicious Circumstances
- 8-22-17 – 6100 Bandera Rd. – Suspicious Persons
- 8-23-17 – 6200 Forest Bend – City Ordinance Violation
- 8-23-17 – 7400 High Stepper – City Ordinance Violation
- 8-23-17 – 6200 Bandera Rd. – Suspicious Person
- 8-23-17 – 6500 Evers Rd. – Assault
- 8-24-17 – 6500 Pecan Acres – City Ordinance Violation
- 8-24-17 – 5200 Evers Rd. – Theft
- 8-24-17 – 6000 Bandera Rd. – Suspicious Activity
- 8-24-17 – 6500 Hoofs – Suspicious Circumstances
- 8-24-17 – 6700 Bandera Rd. – Theft of a Motor Vehicle
- 8-24-17 – 6800 Bandera Rd. – 5600 Evers Rd. Assault – Bodily Injury/Family Violence
- 8-25-17 – 7500 Linklea – Burglary (Vehicle)
- 8-25-17 – 5600 Grissom Rd. – Burglary (Habitation)
- 8-26-17 – 7100 Huebner Rd. – Theft < \$100
- 8-26-17 – 7400 Linklea – Suspicious Person
- 8-26-17 – 6500 Bandera Rd. – Suspicious Circumstances
- 8-26-17 – 6300 El Verde – Suspicious Circumstances
- 8-27-17 – 6000 Bandera Rd. – Disturbance/man with a gun
- 8-27-17 5800 Bandera Rd. – City Ordinance Violation
- 8-27-17 – 6700 Peachtree – Suspicious Vehicle
- 8-27-17 – 7200 Linkcrest – City Ordinance Violation
- The Criminal Investigation Unit prepared and filed sixteen (16) cases during this time period:
 - Four (4) for Assault Family Violence
 - Three (3) for Possession of a Controlled Substance
 - Two (2) for Sexual Assault of a Child (non-stranger case- knew suspects)
 - One (1) for Burglary of a Building
 - One (1) for Evading Arrest - 2nd offense
 - One (1) for Evading Arrest
 - One (1) for Deadly conduct
 - One (1) for Fraudulent Use of an Identification
 - One (1) for Driving While Intoxicated- 3rd Offense (Felony)
 - One (1) Assault on a Police Officer
 - Impound Lot
 - There have been 75 vehicles impounded for various violations
 - Fees collected for Leon Valley: \$15,970
 - Fees collected for Banis Towing: \$7,755
 - Other activity for the Investigations Unit:

- Processed five crime scenes for patrol to include a Burglary Building arrest at 6428 Bandera (Texas Health Clinic & Pharmacy). Actor charged for three (3) Burglary of a Building charges.
 - Conducted six (6) interviews and took six (6) witness statements
 - Validated Leon Valley active stolen items and missing persons reports in TLETS/NLETS
 - Registered one new sex offender
 - Downloaded fourteen (14) DVD's for the Bexar County District Attorney's Office
 - Investigating a Robbery case with suspects
 - Prepared destruction list for property room items
 - Detectives worked to notify citizens of the possible flood from Hurricane Harvey.
- Animal Control and Code Enforcement
 - Code Enforcement handled 65 calls for service in this time frame. They paid close attention to notifying homeowners of alley way and sidewalk obstructions and tagged 22 abandoned/junk vehicles throughout the neighborhoods.
 - Animal Control handled 45 calls for animal related issues, picking up 5 dogs and 8 cats during this time frame. The cats were trapped and released once they were fixed. The officers also picked up and disposed of three dead deer and one dead cat.
- Training
 - Lt. Gonzalez attended the Law Enforcement Management Institute Command Leadership Series from 8-7-17 to 8-11-17 in Huntsville, TX.
 - Captain Saucedo attended Leadership Training from Jocko Willink of Echelon Front on August 11, 2017
 - All officers received training on the new COBAN Body Cameras.
 - All Administrative Staff received training on the back office use of the new COBAN Body Cameras.
 - Code Compliance Officers Garcia and Rodriguez attended Basic Environmental Law and Water Pollution classes.
 - Detectives conducted four days of report writing classes for the officers during roll calls.
- Community Services
 - Officer joined with the Fire Department and City Leadership to raise \$2400 for school supplies for students at Leon valley Elementary and Driggers Elementary. Officers accompanied the teachers from Leon Valley Elementary as they purchased school supplies for the kids in need at their school.
 - The Police Department participated in "Bowling for Badges" Special Olympics Fundraiser at Bandera Bowl on Tuesday August 15th. The team helped raise hundreds of dollars for the kids.
 - Detectives purchased two \$50.00 gift cards at Old Navy (school clothes) and gave them to the teenage children family on El Verde Street.
- Decoy Vehicle – Currently Not Deployed
- Traffic Citations – 75
- Warnings - 45
- School Zone Citations –
- Crosswalk -
- Other – 47

Fire Department

- **Flood Event summary, August 7th, 2018** – In response to the threat of Hurricane Harvey, the City of Leon Valley's Flood Emergency Response Plan (FERP), and Emergency Operations Center (EOC) were activated. The team established response measures in anticipation of the Hurricane arriving, however the storm travelled East into Houston. The department de-activated and worked to quickly support the various rescue and recovery missions in Texas.

- **Deployment of Leon Valley Firefighters** –Leon Valley Firefighter/Paramedics Mike Murphy and Daniel Cano were deployed through the Texas Department of State Health Services, to support search; rescue, and recovery efforts in Beaumont, Texas. Their response is supported through reimbursement of federal disaster relief, and they are deployed as a coordinated strike team with Firefighters from Laredo and Grapevine, Texas. The area is in need of trained professional Firefighter/Paramedics. Leon Valley Fire Department, Engineer, Alex O'Rourke has been deployed as a Task Manager to coordinate the state response of assets to various regions in Texas.
- **Meeting with COSA** - Leon Valley floodplain leadership (Fire Chief, City Manager, Public Works Director, Assistant Community Development Director) met with COSA representatives for a technical meeting to discuss options for floodplain improvements along Huebner Creek. This was the first of what is expected to be several meetings to take place.
- **Guard presented at TFMA Fall Conference** – The Leon Valley Fire Department Honor Guard posted the colors for the Texas Floodplain Manager's Association Fall Technical Conference at the Hyatt Hill Country resort in San Antonio. Leon Valley Firefighters also presented a flag to the Association and thanked them for their work in floodplain management excellence.
- **School Supply drive complete!** – With leadership from our Library, and In cooperation with all City staff, the department was able to help purchase \$2,400 in school supplies for Leon Valley Elementary School, and deliver a large amount of school supply donations to Driggers Elementary School. Both schools are Title 1, and Teachers most often end up purchasing the much needed supplies. Thank you for your support!
- **Accepting worn, tattered, and faded flags** – The fire department has called out for flags needing retirement. To date, the fire department has accepted 52 United States flags in varying conditions that are in need of proper retirement. Rather than be improperly discarded, the fire department is planning a ceremony with the Boy Scouts of America and the American Legion. The ceremony is scheduled for Veterans Day, November 11th, 2017, at dusk.
- **CPR classes in Leon Valley** – Following the successful CPR save last month at HEB, Leon Valley Paramedics offered free “Hands-only” CPR classes throughout the month of August. Leon Valley Firefighters are able to report that they taught CPR to 300 people!

Community Development Department

- Approximately 150 customers visited the Department in the month of August.
- Staff continues to create digital records for permits and zoning files pre-dating City procurement of InCode software. So far, of the 213 Specific Use Permit cases, we have entered 143 into the software system, thanks in large part to our volunteer Mr. Larry Proffitt.
- Staff has completed the proposed Master Plan, with the exception of revising the maps. We are hoping to present the Plan to the City Council at the September 19th Council meeting.
- Staff is working to revise the Tree Preservation Ordinance.
- The soccer complex at Shadow Mist is actively working towards meeting the requirements of the Rule 11 Agreement and the Specific Use Permit. Several meetings have been held and progress has been made in the submittal of an e-LOMA and with the removal of asphalt in the parking areas of the soccer complex.
- Staff continues to process an application for the rezoning of property near the corner of Grissom and Timberhill from R-3A Multiple Family Retirement District to R-3 Multiple Family and B-2 Retail, and an application for Specific Use Permit for a convenience store at the corner of Seneca and Bandera. Both cases will go to Council on Sept. 5th.
- Staff received an application for a Specific Use Permit and Staff is working with owners on a proposed veterinary clinic (corner of Poss & Grissom), a proposed brewpub (Timco East), and a boarding kennel (Grissom Road).

- Staff is preparing for a Board of Adjustment meeting to hear and decide a variance to the sign provisions of the Zoning Code and an application for a variance to the Tree Preservation Ordinance for a developer of a convenience store.
- Staff issued the following permits:

Permit / Service Type	Number Issued
Building	5
Certificate of Occupancy	8
Contractor registration	10
Curbcut	2
Electric	3
Fence	3
Food license	1
Impact fees	1
Mechanical	4
Plumbing	7
Renter registration	2
Roof	5
Sewer & Trench	1
Sidewalk	1
Specific Use Permit	1
Tree Trimming	2
Total	54

Library

- Library 40th anniversary party Wednesday, September, 20th from 5-7 pm at the library. Theme “1977”. We encourage everyone to dress and learn your Hustle moves. Invites being sent out.
- The LVPL received official Accreditation status for 2018 from the Texas State Library and Archives Commission.
- Eclipse Program – went well overall. We had almost 200 pair of glasses and over 350 attendees.
- Starting Breakfast with Santa Plans
- Working to put together a 6 week YOGA type series of classes. “Yama & Niyama Training” with founder of Yoga Seva Institute. Free to public, first 25 attendees due to room size.

City Secretary’s Office

- Since the last report, the City Secretary’s Office has processed 14 open record requests. Those requests were for: construction plans and permit information, code violations, City official emails, texts related to dispatch, and municipal court information.
- Worked on City Council meeting minutes and agendas.
- Received and began distribution of the Leon Valley Code of Ordinance books.
- Updated information related to boards/commissions/committee members.
- Shredded 43 boxes of records that had met the retention period.
- Attended the TMCA Legislative Update in San Marcos.
- Conducted a tour with various cleaning service companies of City Hall and the Leon Valley Public Library in an effort to obtain quotes for cleaning services.

- Ongoing Projects:
 - Leon Valley Contract Inventory.
 - Working with staff to inventory records to be sent to Safesite for record storage.
 - Preparing for the Fall Parliamentary Procedure and TOMA Training for all City Council Members, Board, Commissions, Committees and City Staff.
 - Began pre-planning for the 2018 July 4th Celebration.
 - Continued preparation for the April 2018 Volunteer Appreciation Dinner.
 - Continue working with the Alamo Chapter TMCA, Inc. on preparations for a Fall training session.

Upcoming Events:

- Special City Council Meeting begins at 5:15 p.m., Regular City Council Meeting begins at 6:00 p.m. on Tuesday, September 5, 2017, in the Leon Valley City Council Chambers.
- Upcoming Important Events:
 - Next City Council Meeting & Second Tax Public Hearing on the Proposed 2017 Tax Rate, September 12, 2017, at 6:00 p.m.
 - Movies in the Park, “Moana”, Raymond Rimkus Park, September 01, 2017, at 8:30 p.m.
 - City Offices Closed, September 4, 2017 in Observance of Labor Day.
 - Flood Insurance Discussion with Fire Chief Valdez, Fire Station, September 6, 2017 at 6:30 p.m.
 - Grandparents Day, Community Center, September 10, 2017 from 2:30 p.m. until 4:00 p.m.
 - 40th Anniversary of the Leon Valley Public Library, September 20, 2017
 - Coffee with the Mayor & Council, Conference Center, October 21, 2017, 9:00 a.m. to 11:00 a.m.
 - Library Halloween Party, October 28, 2017, from 10 a.m. to Noon
 - Trash & Treasure, October 28, 2017
 - Neighborhood Renewal Project, November 4, 2017, from 8:00 a.m. to Noon (unknown location, possibly continue Old Mill Subdivision)
- Committee Meetings:
 - Tree Advisory Board Meeting at 6:00 p.m. located at the Public Works Service Center on September 11, 2017.
 - Library Board of Trustees Meeting at 5:30 p.m. at the Leon Valley Public Library on September 12, 2017.
 - Earthwise Living Committee Meeting at 5:30 p.m. located at the Public Works Service Center on September 13, 2017.
 - Park Commission Meeting at 7:00 p.m. located at the Conference Center September 14, 2017.